

Hertford County Emergency Communications Governance Board Minutes

Meeting Date: February 12, 2014

Time: 10:00 AM

Location: Hertford County Emergency Service EOC

Topic: Governance Meeting

Attendees: Juan Vaughan – Hertford County Sheriff, Chris Smith – Emergency Management Director/Fire Marshal, Darrell Rowe – Murfreesboro Police Chief, Joe Murray - Citizen at Large, Ken Dilday – Ahoskie Fire Department (Town), James Broglin – EMS Director , Ronald Gatling – Hertford County Commissioner, Troy Fitzhugh – Ahoskie Police Chief, Bryant Cook – Hertford County Firefighters Association, Maurice Vann – Ahoskie Town Councilman (arrived late)

Board Members Not Present: Sarah Wallace – Murfreesboro Town Councilwoman

Other Present: Loria Williams – County Manager, Sara Turner – GIS/Land Records/E911 Addressing, Sherri Busch –Consultant, Eric Koss – I.T.

10:00 A.M. Chris Smith called meeting to order. Minutes from last meeting were addressed. Motion was made by Sheriff Vaughan to approve minutes as is and motion was seconded by Chief Rowe. No discussion, all in favor, motion carried.

Old Business:

Board and Commission Member

- There was a handout of all the Board and Commission Members and their appointment dates in the packet agenda for the meeting. See attached Board & Commission Members.
- Ahoskie Town Council reappointed Maurice Vann to represent the Town Council seat with his new term expiring 12/30/2016.
- The new appointment letter for Mr. Vann is now posted on the website.

E-911 Director Interview Panel

- The Towns and County were to select a representative to participate in the interview process.
- Town of Ahoskie has selected Ken Dilday, Fire Chief.
- Town of Murfreesboro has selected Darryl Rowe, Police Chief.
- Hertford County has selected Juan Vaughan, Sheriff.
- County Manger will sit in as County Human Resource.
- Outside representative still not selected as of this meeting.
- The counties that had been considered for an outside representative (Pasquotank, Halifax and possibly Northampton) all have had (by word of mouth) current employees considering applying for the position, which would make the interview panel bias, should we choose and outside representative from those locations.
- Loria Williams asked Sherri Busch what was her conflict (if any) for sitting on the interview panel as the outside representative?
- After some discussion about possible conflicts of interest, Chief Rowe made the recommendation that Sherri Busch be that outside panelists because she has been at the meetings and knows the technical aspects and other needs of this project.

- Bryant Cooke made a motion to accept Sherri Busch as the outside panelist pending there are no issues from the County Attorney for a conflict of interest or other matter.
- James Broglin seconded the motion and it carried with all in favor.
- Loria Williams agreed to check with the County Attorney for any conflict of interest issues.

Surveys

- There is still survey data (statistical reports) that are needed from the Town of Ahoskie for the Kimball survey.

New Business:

- Ernie Olds from the Becker Morgan Group had a list of several questions, brought in by Sherri Busch for the group to answer that will help him in determining the architectural aspects of the building itself. Sherri was able to answer some of the questions; however the group went over the handout (found in the agenda packet) and gave their opinions on the matter.
- See attached Becker Morgan Meeting Notes.

Other

- Chris emphasized that he really needs the OSFM surveys back before they come to visit in March.
- 911 Director Vacancy will be closing Friday, February 14, 2014.
- March meeting times will be sent out by email.
- Will try to schedule a time to meet with Richard Taylor.

Meeting adjourned 11:30

Next Scheduled Meeting: TBD



ARCHITECTURE
PLANNING

Meeting Notes

Date: February 11, 2014 meeting
February 13, 2014 notes

Subject: Programming

From: Ernie Olds, AIA

Project: Hertford E911

To: Chris Smith

2013179.00

Sherri Bush

Notes from the meeting are below each item in red.

1. We reviewed the available Space Program Questionnaires. We have them from Ahoskie PD, Hertford Communications, Hertford Sheriff and Murfreesboro PD. We have a few questions:
 - a. PD's have access to criminal databases. Is it the intention to certify all telecommunicators (TC) for DCI or NCIC or to create a special/single location for such? Will the PD officers need a DCI terminal elsewhere?
All TCs will be cross trained, certified.
 - b. Related to the above – how are calls from TTY/TDD handled.
TDD integrated in system.
 - c. Based on the surveys, each department has 1 active TC at all times. How does Kimball see the call volume? We assume this translates into 4 positions active at any one time. What's the total staff required? Supervisors are likely to be needed. How many – 1 per shift assumed.
Assume 4 TCs plus 1 supervisor on floor.
 - d. Agencies listed interactions with each other and with these entities: Vidant Hospital, NC motor vehicles, Bertie County Sheriff, Northampton County Sheriff. Is this interaction physical, by voice or by data? Do we need spaces for this interaction?
Interaction not in-person, no space required.
 - e. Training and Meeting was identified as a need. Please discuss the need for spaces for 12-20 versus more than 20. Can one space suffice? Should we have two spaces – one large and one smaller?
EOC will be labeled Training but can be converted when activated. Total of 20 expected during activation. Will discuss secondary meeting spaces.
 - f. Is there a 'shelter in place' need? This would be a room large enough for the number of staff on a typical day to be protected from a critical incident.
Will consider using toilet areas for 'sip'.
 - g. The EOC has not been addressed. See #2 below.
 - h. Are there questions of us?

2. We have used the responses to the questionnaires to formulate a Space Program – or a summary of space titles, their use, size, and “department”. For this project we have “departments” for EOC, E911 and shared building system spaces. Please refer to the attached. This is a very preliminary draft requiring much attention and editing.
 - a. Comment - EOC space titles listed are typical and may or may not apply to Hertford.
 - b. Will we need offices for an EOC Director/Emergency Management Director? Is there associated support staff?
Yes, one office with interior meeting space for leadership during EOC activation.
 - c. For the primary EOC space, first, name the agencies that would participate in activation. Second, in addition to local public safety interests consider utilities, transportation, health, environmental, education and media. Consider also state and federal agencies (and media) such as are appropriate to natural and man-made incidents.
No need for additional spaces. Use lobby for media.
 - d. The EOC can serve as a Training or Meeting room with furniture that can be combined or arranged in different ways. Is this desirable?
Yes. Needs to be flexible.
 - e. EOC's often need smaller meeting spaces for leadership or special incident briefings. If need, discuss quantity and size. Such spaces are usually fully configured with technology, and may include a dispatch console.
See 2b for meeting; include 1 full console in EOC area. Nice to have available to ECC as well during a crisis.
 - f. The control of A/V can include internet sources as well as broadcast, cable and satellite television, government video from traffic cameras, or other inputs as may be directed. How sophisticated an EOC is appropriate?
Uncertain as of now, will discuss later.
 - g. Does the EOC need an ARES space?
Yes, but no need to separate.
 - h. What capacity for bunking should we plan for? We need gender separate facilities for sleeping and toilets at a minimum.
Plan for 4 male, 4 female, possibly an additional storage room that can be converted
 - i. Will the EOC serve as a storage center for any supplies distributed during emergencies? Or, is storage only for in-house needs? What materials need to be stored?
No, storage limited to immediate needs of center.
 - j. We have assumed an E911 Director. Are additional offices or support spaces needed for admin, IT or supervisory staff?
Include E911 Director, E911 Assistant Director, 1 office for 2 supervisors, and 1 office for GIS and IT use.
 - k. The E911 comm. center is greatly affected by choice of consoles. Wrightline is quite common regionally. Does Hertford have a preference for planning purposes?
No preference, consider mid-level consoles such as Wrightline or Watson.
 - l. Will all consoles be equally capable? How many monitors per console are planned?
Yes, plan for 4 monitors (2 CAD, 1 radio, 1 phone) but allow up to 6.
 - m. How will comm. center supervision be accomplished? How will TC training be accomplished?
 - n. **Floor supervisors with shared office. Training in center, with use of EOC area for “classroom” work.**
 - o. Would you want each TC to have a private locker or should they be common?
Yes.

- p. The food service needed for the E911 could serve duty for the ECC. Is this desired?
Provide break room with typical appliances.
 - q. An isolation room/quiet room can be provided for stress relief. Is that desired?
Yes, but may be sacrificed if budget is an issue.
 - r. Other spaces needed: exercise, showers, sick bay, or day care?
Include showers only.
 - s. The building systems will include mechanical, water riser, electrical, emergency power, E911 telecomm, house telecomm. Has Hertford considered hosting other County data interests, considered “cloud-based” systems, or have other thoughts about data?
Too early for complete answer, Hertford will host County data – need 4 racks.
 - t. Are there any exterior services we need to connect to, such as microwave, analog radio, digital radio, satellite or other?
Need radio, master clock. Will consider other connections. E911 Center will need wall monitors for video from (examples) CNN, The Weather Channel, WebEOC, CAD status or other public safety networks or media sources.
3. Other items discussed.
- a. **E911 Director will be hired shortly.**
 - b. **Back-up center in adjacent counties to be discussed. Pasquotank is a possibility. Sharing CAD systems or 911 provider may simplify.**
4. Next Steps
- a. **Kimball needs final data from Ahoskie PD.**
 - b. **Kimball to prepare report. BMG to revise space needs spreadsheet and write space narrative.**

Board and Commission Members

And Vacant Positions

Hertford County E911 Governance Board

Meeting Times: 10:00 A.M. First Wednesday of Each Month

Meeting Place: EMS Building

Description:

Positions: 4

Terms: 0

Length:

Contact Person:

Contact Phone:

1	Mr. Maurice Vann 222 Malibu Drive Ahoskie NC 27910	Day Phone: Evening Phone: FAX: E-mail:	Sex: Male Race: Black Township: Resid. Require: Special Repr:	First Appointed: 07/15/2013 Current Appointment: 02/03/2014 Expiration: 12/30/2016 Number of Terms:
2	Mrs. Sarah Wallace Post Office Box 6 Murfreesboro NC 27855	Day Phone: Evening Phone: FAX: E-mail:	Sex: Female Race: White Township: Resid. Require: Special Repr:	First Appointed: 07/15/2013 Current Appointment: 07/15/2013 Expiration: 12/30/2014 Number of Terms:
3	Mr. Joe Murray 713 Edgewood Drive Murfreesboro NC 27855	Day Phone: 252-332-2867 Evening Phone: 252-398-3772 FAX: 252-332-5978 E-mail: jmurray@joemurrayrealty.com	Sex: Male Race: White Township: Resid. Require: Special Repr:	First Appointed: 07/15/2013 Current Appointment: 07/15/2013 Expiration: 12/30/2014 Number of Terms:
4	Mr. Ronald Gatling 901 Martin Luther King Drive Ahoskie NC 27910	Day Phone: 252-358-8497 Evening Phone: 252-862-8352 FAX: E-mail:	Sex: Male Race: Black Township: Resid. Require: Special Repr:	First Appointed: 07/15/2013 Current Appointment: 07/15/2013 Expiration: 12/30/2015 Number of Terms:

Representatives with no term limits:

Sheriff Juan Vaughan
Troy Fitzhugh
James Broglin
Ken Dilday

Darryl Rowe
Chris Smith
Bryant Cooke